



MANISTEE COUNTY RECREATION COMMISSION

Tuesday, November 7, 2022
6:15 P.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room and via Zoom

MINUTES

Members Present: Chair Wayne Beldo, Margaret Batzer; Erin Secord; Linda Cudney; Gary Schwaiger; Robert Schulke

Members Absent: Devin Wegner; Eleanor DeYoung; Bryan Dunlop

Others Present: Mike Szokola, Manistee County Planning Director; Doug Barry, DNR; Sara Herberger, Manistee County Community Foundation; Claire Richards, Friends of Smart Trails; Mark Sohlden, Manistee County Road Commission; Robert Carson, AICP Community Regional Director

Mr. Beldo called the meeting to order at 6:15 PM, roll call was taken.

Approval of the November 7, 2022, meeting agenda. Mr. Schwaiger stated there should be an amendment. The next scheduled meeting date should be December 5, 2022, instead of November 7, 2022.

There was a motion by Mr. Schwaiger supported by Ms. Secord, to approve the amended November 7, 2022, agenda as stated. All in favor, motion carried.

Approval of the October 4, 2022, meeting minutes. Ms. Cudney stated there should be a correction. Members Absent should state Robert Schulke instead of Richard Schulke.

There was a motion by Ms. Cudney, supported by Ms. Secord, to approve the corrected October 4, 2022, meeting minutes, as stated. All in favor, motion carried.

Public Comment: All members of the public stood before the commission and introduced themselves. Mr. Sohlden stated there will be discussions at the next Manistee County Road Commission meeting to discuss a member that will be attending future Manistee County

Trail Champions: Doug Barry gave an update on the Spark Grant. Mr. Barry presented the "Application Scoring Criteria" for the Spark Grant and would like the Commission to view the application to ensure all information is obtained. (Appendix A).

Staff Reports: Mr. Szokola spoke with DTE and requested property data that may help determine the possibility of utilizing their natural gas pipelines for trail systems. Collaboration began between the County Planning Department, State of Michigan DNR & DTE in hopes to expand the trail systems for Manistee County.

Friends of Smart Trails Report: Ms. Cudney presented the minutes from the last Friends of Smart Trails Meeting that was held on October 10, 2022. (APPENDIX B). The next meeting agenda has been created for November 14, 2022 (APPENDIX C).

Old Business:

Rail Relocation Update: According to Mr. Szokola the grant application has been submitted. Hopeful communication with CSX coming soon.

Parks & Recreation Manager Grant Update: Mr. Szokola stated there is great collaboration between Manistee County, the Manistee County Community Foundation, and the Manistee County Grant Administrator. Still waiting on the new Minger Grant process which should be coming out in January.

Project Priority List Update:

1. Crushed gravel on trails from Thompsonville then continue South.
2. Signage
3. Trail head development
4. Water point/Parking/Outhouse
5. Improving the Fairground Facilities

Friends of SMARTrails Newsletter Article: The Commission decided to send an update regarding current projects, the Spark Grant and the new gate installation done by the DNR and West Shore Community College. Ms. Batzer stated she would draft the article and send to Ms. Cudney.

New Business:

West Shore Community College students created eight gates that were installed throughout the trail from Chief and Kaleva and they are more than happy to keep the partnership going.

Other Items from Committee Members: There was discussion regarding the ARPA funds check that was presented to Mr. Beldo today. The commission pointed out that according to the Recreation bylaws, the County Treasurer oversees the financing. Mr. Beldo will confirm matters with Ms. Nelson, the County Treasurer and Dr. Batzer will confirm matters with Ms. Sagala, the County Administrator

Ms. Batzer adjourned the meeting at 7:15 PM. Next meeting will be changed from Monday December 5, 2022, at 6:15 PM.

Respectfully submitted,

Michigan.gov

DNR

Michigan Spark Grants

Information on this page:

[Start your application](#)

[Steps to prepare for application](#)

[Information for applicants](#)

[About the program](#)

[Eligibility](#)

[Scoring criteria](#)

[Advisory group](#)

[Funding](#)

[Contact grants staff](#)

Get more info on the [frequently asked questions page](#)

Applications are now open!

The new Michigan Spark Grants program is now welcoming first-round funding applications through Dec. 19. The three steps below must be completed before submitting an application.

Start your application in MiGrants

Site control:

- What is/will be the applicant's type of ownership and control of the property?*
- Select the appropriate box for the applicant's site control at the project site. A Documentation of Site Control form (PR5750-4) and deed, lease or easement is required to be uploaded in the required attachments section of the application.
- Latitude/longitude at park entrance*

Narrative details – Part 1

Additional information: Each narrative section will include the primary scoring questions and nonscored questions. Nonscored criteria are added to the application to provide the DNR with additional opportunities to improve DNR processes and identify the needs of our stakeholders to better serve the public.

- Park name:*
- Is this an existing park? If yes, please explain what features currently exist at the park.:
- If you are submitting multiple Spark grant applications, what is the priority for this application?*
- Proposal description: What do you want to do?*

Public benefit and anticipated outcomes = 24 maximum points

- How was the community negatively affected by COVID? How does this project address that? Total points possible: 10
- How will this project contribute to strong, healthy communities that promote health and safety? Total points possible: 8
- What kind of stakeholder and community input did you have? Total points possible: 4
- Please provide examples of documented stakeholder and community input (including letters of support). **Not scored**
- While not a requirement for funding, is this project part of a community recreation or capital improvement plan? **Not scored**
- Certified resolution from highest governing body* uploaded Total points possible: 2

Access to the project site = 17 maximum points

- Based on the geographic location of the proposed project, the DNR will determine what portion of the community's population will be within 0.5 miles of the project site. Total points possible: 7
- How will the public reasonably access the project site? Select all that apply. *** 1 point per selection; up to 7 points**
 - Vehicle
 - Sidewalk
 - Bike
 - Dial-a-ride
 - Bus stop within 0.25 miles
 - Boat/kayak

Efforts taken to obtain or determine permits

Type of permit	Permitting agency	Requirements	Status

- Is there any evidence of environmental contamination within the project area?* **Not scored**
 - If yes, describe how the contamination has been addressed.
- Select all of the following project partners or support staff. **Not scored**

X	Type of partner	Contact name	Description
	Local government staff		
	Nonprofit organization/group		
	Community foundation		
	Regional planning agency		
	Volunteer		
	Friends group		
	State or federal agency		
	Land conservancy		
	Other		

Access to new opportunities for people of all abilities = 15 maximum points

- Please select what groups you have received feedback from and upload the associated support documentation. Total points possible: 5

X	Groups for feedback	Upload box
	Center for independent living	
	Center for assisted living	
	Local or regional disability network	
	Physical or recreational therapist	
	Individual	
	Formal group or organization	
	Other	

- What specific features make your project unique and can clearly show that input from the above groups has been incorporated?* Total points possible: 10

Financial details

Budget categories	Need for project?*	Total cost
Preplanning – Only includes conceptual designs, public input, public surveys and other meetings.	Choose: Yes/No	Currency box
Administration – Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the project subtotal.	Choose: Yes/No	Currency box
Project permitting, plan designs and oversight – This category is capped at 25% of the project subtotal.	Choose: Yes/No	Currency box
Construction	Choose: Yes/No	Currency box
Programming	Choose: Yes/No	Currency box
Equipment – directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.	Choose: Yes/No	Currency box
Subtotal		Currency box

This program does permit the use of funds to cover indirect costs. Do you want to include indirect costs in this project?*

- Choose: Yes/No

If yes, does your organization have a current negotiated indirect cost rate agreement?

- Choose: Yes/No
 - If yes,
 - Upload the negotiated indirect cost rate documentation
 - Response: Indirect rate: fill in %
 - If no, the maximum indirect rate is 10%.
 - Response: Indirect rate: fill in %

Budget categories	Total cost
Indirect rate	%
Grant amount requested*	Currency box
Budget total	Currency box

- Does this project have match funding? Choose: Yes/No

Budget categories	Total cost
Total match	Currency box
Total project cost	Currency box

DNR scoring

1. Public benefit and anticipated outcomes	Score
1a. How was the community negatively affected by COVID? How does this project address that? (maximum 10 points)	10
1b. How will this project contribute to strong, healthy communities that promote health and safety? (maximum 8 points)	8
1c. What kind of stakeholder and community input did you have? (maximum 4 points)	4
1d. Certified resolution from the highest governing body (maximum 2 Points)	2
Section 1 score (maximum 24 points)	24

DNR comments

2. Access to project site	Score
2a. Access to the project site: Based upon the geographic location of the proposed project or park entrance, the DNR will determine recreation space per capita. (maximum 7 points)	7
2b. How will the public reasonably access the project site. (maximum 7 points)	7
2c. What programs and partnerships currently exist that bring people to your project and activate the space? Example – summer camp, farmers market, music in the park, etc. (maximum 3 points)	3
Section 2 score (maximum 17 points)	17

DNR comments

3. Financial and social considerations	Score
Household income, park density and health are all important attributes of a strong, healthy community and the basis for the social and financial scoring section. DNR will score this section based on statewide available data and the geographical location of the proposed project.	19
Section 3 score (maximum 19 points)	19

DNR comments

4. Clarity of scope and ability to execute	Score
4a. Provide your targeted dates for the following project milestones. (maximum 10 points)	10
4b. Are federal, state and/or local permits required for the project?* (maximum 4 points)	4
Section 4 score (maximum 14 points)	14

DNR comments



**Friends of SMARTrails
Board Meeting Minutes
Monday October 10, 2022
Village of Kaleva (former Elementary School)
6:00 PM**

Board Members Present: Karen Kolk, Vice-president; Linda Cudney, Secretary; Jacque Erdman, Treasurer; Zachary Pawlowski, Elaine Gibbs and Dave Myers. Rob Carson via telephone call.

Board Members Absent: Mary Reed, Al Taylor.

Guests: Jan Myers, Claire Richard, Howard Gimpel, Wayne Beldo.

- I. **Call to Order** The meeting was called to order at 6:00 p.m. by Karen Kolk, vice president.
- II. **Consent Agenda** It was motioned and supported to accept the consent agenda. AIF. Motion carried.
 1. **September 12, 2022 Board Minutes**
Motioned by Dave Myers, seconded by Zach Pawlowski to accept the minutes from the September 12, 2022 meeting. AIF. Motion Carried.
 2. **Treasurers Report and Payment of Bills**
Jacque Erdman furnished a Budget, Income and Expense Sheet and only had one bill to pay to Pro Web marketing. Linda motioned to accept the Treasurers report and payment of bills, Karen seconded the motion. AIF. Motion carried. Jacque also reported that Filer Credit Union likes to have a balance in the account before service charges are charged.
- III. **New Business**
 1. **New County Grant Writer, William Kennis**
Mr Kennis introduced himself and gave a history of what he has done and is looking forward to working with the County Recreation Commission and SMARTrails. He spoke of a SPARK grant and will connect with Rob Carson and the County Recreation Commission.
 2. **Fall Newsletter Content**
Zach reported that it is in progress and would like input from SMARTrails members. He would like to put some summer events and pictures and would like to put a recap of the EDA grant.
 3. **Trail Summit Planning**
This is in the future, but do not want to forget about it, so will keep it on the agenda.
 4. **Combine Marketing and Fund Raising Committees**
There was discussion on combining the Marketing and Fund Raising Committees at this time, as there are a lot of similarities and same people involved. Motioned by Linda, seconded by Jacque to combine the two committees short term and look at it in the future. AIF Motion carried.

5. Future signage on trails

This will be an item to consider after the trails are formed. We will have to check with the DNR and Snowbirds on the size and type of signs.

6. Letter of Support for the Snowbirds (Tractor with boom arm) (MCCF)

In an email from Mark Coe, they decided to apply for the spring round of grant applications, with the Manistee County Community Foundation.

7. October 29, 2022 "International Snowmobile Day" Open house event at Snowbirds Clubhouse.

The Snowbirds would like to show the improvements to the clubhouse and stated the Snowbirds were hosting an "International Snowmobile Day" open house on October 29, 2022 from 11:00 AM to 5:00 PM and then a "Landowner Appreciation Dinner" from 5-7 PM. Mark Coe asked if SMARTrails would like to host a bike ride on the Chief grade that day, a 10 mile ride from Kaleva to Chief and back.

IV. Old Business.

1. Update of Website. Zach working on getting it out in November.

2. EDA Grant. Rob reported the EDA grant was formally awarded. Rob is working on grant award paperwork and will be meeting with Scott Slavin, from the DNR and the EDA contact to move forward with the process. More to follow.

3. T-Shirts and Hats

Friends of SMARTrails volunteers each paid for their T-shirts at \$15.00 each and it was decided the hats would sell for \$20.00 each.

V. Other Business

1. Recreation Commission Update.

Linda reported on the Recreation Commission Update.

2. Marketing Committee Update.

The committee is planning on getting together at the Cleon Township Hall on Thursday, October 17, 2022 at 6:00 PM.

3. Fund Raising Update.

Will be meeting at a later date.

4. International Snowmobile Day and other news from the Snowbirds.

Mark Coe was not able to attend but shared information on a parking area for Chief Grade at Chief Road which he sent to Scott Slavin at the DNR for approval. If approved, this could be a grant to have SMARTrails to apply for at MCCF and would be under \$5,000.00. More discussion later on this.

VI. Board Member Comments/Correspondence.

1. Linda contacted Tamara about the update for our Strategic Plan. She will try and get it to us by the next meeting.

2. Linda will send a copy of the Strategic Plan to Bill Kennis.

VII. Adjourn. Motioned and supported to adjourn at 7:25 PM.

VIII. Next meeting will be Monday, November 14, 2022, at 9208 Kauko Street, Kaleva.

Meeting minutes respectfully submitted by:

Linda Cudney
Secretary
Friends of SMARTrails

DRAFT



**Friends of SMARTrails
Village of Kaleva former Elementary School
9208 Kauko Street
Kaleva, MI 49645
Monday, November 14, 2022
6:00 PM**

AGENDA

I. Call to Order

- 1. Roll Call**

II. Consent Agenda

- 1. Approval of October 10, 2022 Board Meeting Minutes**
- 2. Treasurers Report and payment of bills.**

III. New Business

- 1. New County Grant Writer William Kennis**
- 2. SMARTrails to attend Sleighbell Weekend in Manistee**

IV. Old Business

- 1. Update of Website**
- 2. EDA Update**
- 3. Volunteer T-shirts & hats**

V. Other Business

- 1.**
- 2.**

VI. Board Members Comments/Correspondence

VII. Adjourn


VIII. Next meeting date: Monday, December 12, 2022

December 5, 2022, at 6:15 PM.

Respectfully submitted,



Erin Secord, Recreation Commission Secretary



Date